

Case Management/Electronic Case Filing (CM/ECF) Questionnaire for Implementing Attorneys

Our Implementation Plans.

Implementation of CM/ECF will be in two phases:

In October 2000, we plan to go live on the software using it internally as a case management replacement for BANCAP.

VCIS and PACER access will still be available when we go live.

On or before January 2001, we will begin phasing-in electronic the filings portion with participating attorneys.

Between now and the end of September, we are in a final testing phase where we can evaluate and make suggestions to the programmers of necessary changes.

Attorney Advisory Group.

We plan to select the first group of attorneys in mid-July. Our plan is to work very closely with this group to customize the software and training programs. We hope to learn enough with this group to speed up the process with subsequent groups of implementing attorneys. This group will serve as an unofficial "user group" during the implementation period and after.

The benefits of being in the Attorney Advisory Group include:

- 1 You will be one of the first attorneys given access to the system for viewing and filing.
- 2 You will be involved in evaluating the current package and recommending changes for future releases.
- 3 We will provide assistance to you with PC configuration, software installation and Internet connectivity issues, as needed.
- 4 We will poll you for input when making decisions that affect all users (this will continue even after your implementation).

- 5 You will be involved in the development of our training materials as evaluators. These materials will include modules you will be able to use in training new employees in the future.

Requirements of being in the Attorney Advisory Group:

- 1 Classroom and/or on-site training will occur in August, followed by entering practice cases in our training database in August and September.
- 2 During August and September, serve as evaluators of the software.
- 3 Review training programs including Computer Based Training (CBT) and Web Based Training (WBT).
- 4 Attendance at CM/ECF User Meetings.

Questionnaire.

Please fill out and return the attached questionnaire to the division you do business with by July 31, 2000. If you have any questions please contact the Deputy in charge at your division.

Return to: **Austin Division** Steve Moore, Deputy-in-Charge
 903 San Jacinto, Suite 322
 Austin, Texas 78701
email address: steve_moore@txwb.uscourts.gov
Phone: (512) 916-5248
Fax: (512) 916-5278

Return to: **El Paso Division** Mary Croy, Deputy-in-Charge
 P. O. Box 971040
 El Paso, Texas 79997-1040
email address: mary_croy@txwb.uscourts.gov
Phone: (915) 779-7362
Fax: (915) 779-5693

Return to: **Midland Division** Christy Carouth, Deputy-in-Charge
U.S. Post Office Annex, Room P-163
100 East Wall Street
Midland, Texas 79701
email address: christy_carouth@txwb.uscourts.gov
Phone: (915) 683-1650
Fax: (915) 683-1643

Return to: **San Antonio Division** Yvette Taylor, Deputy-in-Charge
P.O. Box 1439
San Antonio, Texas 78295-1439
email address: yvette_taylor@txwb.uscourts.gov
Phone: (210) 472-6720 x242
Fax: (210) 472-5196

Return to: **Waco Division** Bridget Hardage, Deputy-in-Charge
P.O. Box 687
Waco, Texas 76703
email address: bridget_hardage@txwb.uscourts.gov
Phone: (254) 754-1481
Fax: (254) 754-8385

Part A: Contact Information

If you need additional space for answers, please attach an answer-sheet.

<p>Attorney Name/Law Firm (Name and E-Mail address):</p> <p>Circle One:</p> <p>Primarily Debtor Work Primarily Creditor Work</p>
<p>Street Address:</p>
<p>Mailing Address (if different):</p>
<p>Phone Number:</p> <p>Fax:</p>
<p>Attorneys who file bankruptcy work (Names and E-Mail addresses):</p>
<p>Contact Person:</p>
<p>ARE YOU INTERESTED IN SERVING ON THE ATTORNEY ADVISORY GROUP? (Circle One)</p> <p>YES NO</p>

3. Is your processor a Pentium? If not, what is it?

4. Do you have Internet Access?

b. If so, who is your Internet Service Provider (ISP)?

c. If so, do all staff members have Internet Access or is it limited to certain staff?

d. Which "browser" software do you use? (Circle one.)

Netscape Navigator Internet Explorer Other
Version:_____ Version:_____ (Specify)_____

e. Does your office have its own Web Site? If so, what is the URL "address?"

5. Do you use Adobe Acrobat Exchange products? (These software applications are used to view and create Portable Document Formatted (PDF) documents on the Web.)

If so, which products do you use? (Circle one.)

Acrobat Reader Only Acrobat Exchange and Reader Acrobat Circulate
Version:_____ Version:_____

6. Do you currently have a document scanner? What brand and model?

7. What software package are you currently using to create forms (petitions, schedules, matrices, etc.) for new cases? (Circle one.)

BK Pro	Best Case	BK 2000	Other
Version:_____	Version:_____	Version:_____	(Specify)_____

b. Who is the Vendor?

c. Is the application Windows Based?

d. Does it have "PDF" document creation abilities?

e. Name, address and phone number of the support person you go to for help with the software package? (Do you have an Account Rep?)

8. For documents other than New Case Related, i.e., motions, orders, responses, etc., which word processing application do you use? (Circle one.)

WordPerfect	Word	Other:
Version:_____	Version:_____	Specify Name and
		Version:_____